



**LIBERIA**

## **VACANCY ANNOUNCEMENT**

### **PERSONAL SERVICES CONTRACTOR (PSC)**

**POSITION:** MECHANIC/DRIVER  
**OPEN TO:** All Interested Candidates  
**CLOSING DATE:** **October 14, 2021**  
**WORK HOURS:** Full Time: 44 hours/week

#### **About Peace Corps Liberia**

Peace Corps is an autonomous, international agency of the United States Government with operations in more than 60 countries. It operates in Liberia by the invitation of the Government of Liberia. Peace Corps/Liberia has memoranda of understanding with the Ministries of Education and Health that outlines broad areas of agreement of cooperation regarding the work of Peace Corps Volunteers in the country. Volunteers are assigned to government and non-government agencies and organizations, community based organizations, universities, colleges, and schools who partner to enable Volunteers to provide capacity building in education and community health while building cultural understanding between Americans and Liberians.

**Reports to:** General Services Manager (GSM)

#### **Major Duties and Responsibilities**

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Vehicle Mechanic/ Maintenance - 60%**

- Maintain vehicles in safe operating condition. Completes safety check of all vehicles before any trips are taken by staff. Notifies General Services Manager (GSM) of vehicle safety problems which can only be repaired at a specialist repair facility.
- Does general vehicle maintenance and servicing, including, but not limited to changing oil and fluids, changing filters, changing tires, changing brake components, basic electrical work, and transmission repair.
- Performs Daily vehicle checks
- Performs basic repair work when vehicles break down.
- Travels up-country to monitor and complete repair work when vehicles break down outside Monrovia.
- Fuel vehicles in need of fuel at the U.S. Embassy or filling station when outside Monrovia.
- Washes and cleans the vehicles and maintains the cleanliness of the mechanic garage.
- Keeps records of maintenance performed and maintains paperwork detailing servicing of vehicles.
- Tracks inventory of vehicle spare parts and notifies GSM as more parts are needed.

#### **Driving - 10%**

- Operates Peace Corps vehicles in a safe and courteous manner and strictly obeys traffic laws at all times.
- Drives staff, volunteers, and official visitors to authorized destinations as assigned. (Note: some travel may require one or more overnights)

- Ensures that all passengers wear seatbelts.
- Enforces no smoking rules in all vehicles.
- Observes good safety and security practices with passengers (i.e., ensures that all passengers delivered at night are indoors before departing)
- Remains extra vigilant when transporting cash-carrying staff.
- Makes airport pick-ups and delivery of passengers as assigned.
- Maintains accurate mileage logs and completes vehicle checklists for each trip taken.
- Keeps vehicles filled with fuel, checks oil and fluids, checks tire air pressure before each trip or as necessary due to driving condition.
- Ensures that driver's license is kept current and is appropriate for the types of vehicles driven on behalf of Peace Corps.
- Could serve as on-call duty driver as scheduled or by special request.

#### **Generator Mechanic/ Maintenance – 20%**

- Performs service checks as scheduled to ensure generator is operational.
- Services the generator as needed (weekly/bi monthly) by routinely changing filters, oil, and any parts, fuel, or fluids necessary to maintain operation.
- Performs any necessary mechanical repairs directed by the GSM or DMO to keep the generator operational.
- Makes recommendations to GSM or DMO on generator repair requiring more specialized repairs service.
- Log generators running hours into log book
- Daily monitor generator operations for efficient performance

#### **Other Duties – 5%**

- Mechanic/Driver may be required to serve as an occasional money handler, couriering cash, purchase orders, and/ or receipts to various vendors who furnish supplies and/or services to Peace Corps. He/she may also be required to courier cash to Peace Corps Trainees or Volunteers. He/she will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the DMO or Disbursing Officer and the recipient. In the case of dealing with vendors, the incumbent will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the DMO.
- Be knowledgeable and supportive of PC/Liberia safety and security policies and procedures, to include timely reporting of suspicious incidents, persons, or articles.
- Performs other duties as necessary or requested.

#### **Safety & Security - 5%**

- Operates Peace Corps vehicles safely at all times. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

#### **Required Qualifications:**

- Education: Minimum of 9<sup>th</sup> grade certificate.
- Work Experience: Minimum 5 years of previous work experience as a mechanic/driver

- English fluency: Must be able to communicate in English and must have ability to read and write in English (to be tested/ assessed during interview process)
- Knowledge: Must have knowledge of road conditions throughout Liberia and ability to plan vehicle maintenance for such conditions; must be able to demonstrate accuracy in filling out paperwork; knowledge of general vehicle maintenance.
- Skills and Abilities: Good interpersonal skills to develop and maintain two-way communications and promote a high functioning office. Must possess a valid Liberian driver's license and clean driving record. Demonstrated ability to drive under difficult situations in rural Liberia and adhere to driving laws. Ability to perform general vehicle maintenance and keep vehicles in good working condition.
- Strict adherence to ethical standards of confidentiality and professional conduct

#### **Preferred Qualifications:**

- Education: Completion of a technical or vocational training course related to being a mechanic.
- Prior Work Experience: 3 years of professional work experience as a mechanic with a corporate organization.
- Knowledge: A basic understanding of Peace Corps in Liberia and its mission and goals
- Skills & Abilities: Must possess a valid Liberian driver's license and clean driving record. Demonstrated ability to drive under difficult situations in rural Liberia and adhere to driving laws. Ability to perform general vehicle maintenance and keep vehicles in good working condition, must be able to travel and spend time outside Monrovia and to work on weekends. **Preference for candidates who have experience and skills fixing and maintaining vehicle transmissions and injector pumps.**

#### **To apply:**

- Please submit a cover letter addressing all the requirements stated in this advertisement, a resume or curriculum vitae, and the names and contact information for 3 references via email to: [LR-Jobs@peacecorps.gov](mailto:LR-Jobs@peacecorps.gov) with subject line: **"Mechanic/Driver"**
- No phone calls please
- **NOTE**: Only selected candidates will be contacted for interview
- Please visit our website at <http://liberia.peacecorps.gov> for additional information about Peace Corps